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THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

DEC 30 1996

MEMORANDUM FOR LEAD AGENTS

THROUGH: SURGEONS GENERAL

SUBJECT: Policy for Delegation Authority for Joint Awards

The [attached memo](#) authorizes Lead Agents to approve joint awards as follows:

a. Lead Agents in the grade of 0-7 are authorized to approve the joint Service Achievement Medal (JSAM), the Joint Service Commendation Medal (JSCM) and the Defense Meritorious Service Medal (DMSM), the Defense Superior Service Medal (DSSM) and the Defense Distinguished Service Medal (DDSM) must still be forwarded to Health Affairs (HA).

b. Lead Agents in the grade of 0-6 are only authorized to approve the JSAM. All other DoD medals must be forwarded to HA for approval.

Lead Agents are responsible for publishing orders to accompany the awards they approve. The format for the orders and the stock numbers for the medals may be obtained from the HA point of contact shown below. Citation forms for each award may be obtained from the Defense Logistics Agency by calling (703) 767-1259, or DSN 297-1259, and faxing a written request. Medals must be ordered through normal supply channels.

All joint awards that cannot be approved by Lead Agents may now be submitted directly to the Assistant Secretary of Defense (Health Affairs) without prior endorsement from the member's Surgeon General (SG). Each SG is represented on our Joint Awards Review Board.

A detailed revision to the HA policy memo of September 26, 1995, subject Joint Awards for Lead Agent Personnel, HA Policy 9500004, is forthcoming. Questions concerning the above may be directed to Mr. Paul DiPalma, (703) 681-8910 or DSN 761-8910 or email [pdipalma@ha.osd.mil](mailto:pdipalma@ha.osd.mil).

Edward D. Martin, M.D.

Principal Deputy Assistant Secretary

Attachment:  
As stated

**HA POLICY 97-022**

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**OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950**

December 6, 1996

**MEMORANDUM FOR PRINCIPAL DEPUTY ASSISTANT SECRETARY FOR DEFENSE  
FOR HEALTH AFFAIRS**

**SUBJECT: Delegation of Authority to Award Defense Decorations**

IAW DoD 1348.33-M, September 1966--Manual of Military Decorations and Awards, paragraph D.3.C.(2), D.4.C.(2) and D.5.C.(2), the authority to award the Defense Meritorious Service Medal, Joint Service Commendation Medal and joint Service Achievement Medal (JSAM) is hereby delegated to Lead Agents that hold the grade of 0-7 or higher. in the case of a Lead Agent that holds the grade of 0-6 or higher, the authority to award the JSAM is hereby delegated provided all provisions outlined in sail manual are abided by.

**D. O. COOKE**  
Director

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Last update: 1/5/1999